

Selectboard Minutes

June 7, 2022

Meeting convened at 6:00 pm

Present: Jennifer Jones
Robert Mantegari
Russ Kelly
Jon Morgan (via zoom)

Jones called the meeting to order.

Mantegari motioned, seconded by Kelly, to approve the consent agenda covering public and non-public minutes from 5/17/22 meeting, treasurer's report (found at the end of the minutes), Eversource abatement, first issue of the tax warrant, property tax agreement made with resident at the last meeting, recreation manifest and the following building permits:

- Venkata Satyasai & Sagi Madhavi, 26 Spruce Ridge Drive, Electrical
- David & Jacqueline Biron, 271 Middle Road, Electrical
- Zachary Zuzel, 10 Dalton Road, Building
- Zachary Zuzel, 10 Dalton Road, Electrical
- 3 Ponds LLC, 52 Three Ponds Drive, Plumbing
- Douglas & Holley Lenihan, 15 Robinson Street, Electrical
- William & Jonn Beltre, 86 Lyford Lane, Electrical
- T-Mobile USA, 312 Route 125, Building
- Gene & Carol Piermattei, 140 Deer Hill Road, Minor Project – new roof
- Wright Builders, 23 Route 107, Electrical

All were in favor. The motion carries.

Mantegari motioned, seconded by Kelly, to allow Jon Morgan to participate remotely. Jones – aye; Mantegari – aye; Kelly – aye; Morgan – abstain.

The Board reviewed payroll, accounts payable, and recreation then signed the register.

Karen Clement, Town Administrator, presented the board with a letter to release \$230,000 from the line of credit for Brentwood ROH for substantial completion of work on the drainage and utilities. The Planning Board approved this at their last meeting. Jones asked if the amount being released was the full amount due. Clement explained it is a portion. The remainder will be \$391,000. Mantegari motioned, seconded by Jones, to sign the letter releasing the funds. Jones – aye; Mantegari – aye; Kelly – aye; Morgan – aye.

Mantegari motioned, seconded by Kelly, to swear in James Saltzman as a full-time officer of the Brentwood Police Department. Jones – aye; Mantegari – aye; Kelly – aye; Morgan – aye.

Chief Ventura was present to speak about Officer James Saltzman being sworn in as a full-time officer for the Brentwood Police Department. Ventura shared that Officer Saltzman has been a part-time officer in Brentwood but is now moving to a full-time role. Saltzman comes from the Middleton Police Department and has been a certified officer since 2017. He is also a certified firearms instructor at Sig Sauer.

Town Clerk, Daphne Woss, swore in Officer James Saltzman as a full-time police officer.

Mantegari motioned, seconded by Kelly, to accept the appointment slip for Ambrose Kizza as deputy treasurer. Jones – aye; Mantegari – aye; Kelly – aye; Morgan – aye.

Clement presented the board with a notice of intent to cut on South Road. Mantegari motioned, seconded by Kelly, to approve the notice. Jones – aye; Mantegari – aye; Kelly – aye; Morgan – aye.

An abatement for the county was submitted to the board by Clement. She explained when the merge was done from Patriot to BMSI, their land use code was inadvertently changed. They should not have been being billed, but they were. The abatement is to rectify that

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issue. Mantegari motioned, seconded by Kelly, to approve the abatement. Jones – aye; Mantegari – aye; Kelly – aye; Morgan – aye.

Following a preconstruction meeting for the Mill Road Bridge, Clement presented the board with a request for the work to begin immediately. The agreement is that no full road closure would begin until after school is out of session on June 20. Jones asked if the request to start was changing from June 20 to June 7. Clement clarified the begin date was slated for July 1 but has been moved instead to be immediate. Mantegari asked if the end date was still slated for August. Clement responded August 26 is the deadline to have the road back open in time for the start of school. Mantegari motioned, seconded by Kelly, to accept the amendment to the start date. Jones – aye; Mantegari – aye; Kelly – aye; Morgan – aye.

Chief Ventura was present to follow up about the radios he spoke to the board about at the last meeting. He reminded the board there are five (5) radios that need to be replaced and he was previously granted funds to cover the cost of three (3) radios now and two (2) radios next year. After an attempt to order those three radios, he learned there is a 6-12 month wait for the equipment. Ventura stated he feels all five radios should be ordered now opposed to staggering them. Ventura also explained that he learned there is a need to replace three keyboards because they are failing.

Ventura explained the cost for all 5 radios and keyboards would be \$17,889 plus \$5000 for installation. Mantegari asked if other quotes were obtained. Ventura explained there are not many companies that offer these products and services. He went on to explain 2-Way Communications is the company they will go with, as they are the best in the area. NEVO, which is closely associated with 2-Way Communications, will do the install according to Ventura. Jones asked for clarification on the amount needed. It was confirmed the \$23,000 Ventura spoke about was total and not in addition to the \$12,000 that was approved at the last meeting.

Mantegari asked which account the money will be taken from. Clement responded it would be the special detail fund. Mantegari asked if there was adequate money in the account. Clement responded there is money in the account to cover this purchase. Morgan asked what the life span of the radios is. Ventura responded the radios have a 7-9 year life span, but pointed out some of the current radios have been in use for 25 years. Jones made a motion to approve the additional \$11,000 for the purchase of 2 radios and 3 keyboards along with installation. The motion was seconded by Kelly. Jones – aye; Mantegari – aye; Kelly – aye; Morgan – aye.

Clement gave a report on an incident that occurred Monday, May 23. A tractor trailer truck snagged wires in the parking lot and pulled the pole at the base. The incident required the replacement of all surge protectors, 2 LED lights in the PD, data line for the postage machine, and the phone system module. Mantegari asked about the servers. Clement explained that one battery backup for the server will need to be replaced. Mantegari asked about the insurance claim. Clement explained she has submitted the Primex claim, but the town will be responsible for the \$1000 deductible in the interim. Mantegari asked if printers or computers were damaged. Clement responded that there were none that she is currently aware of.

Jones asked for clarification about the height of the wires. She asked if they were considered low hanging or standard height. Chief Ventura responded that the wires were a bit low, but it was due to wear over time. He further explained it is not something companies would necessarily notice since it is in a parking lot and not on the roadway. Wayne Robinson, road agent, added that it could happen to the town trucks because there is an expectation wires are going to be at the adequate height and when they are plowing the driver's eyes are focused on the ground not the wires above. Jones asked if the wires are higher after the install. Ventura confirmed they are higher now. He added that fortunately nobody got hurt and the fire department did a terrific job handling the situation.

Wayne Robinson, road agent, was present to speak about the highway trucks. In reference to the 2015 truck, he explained there is an issue. Robinson stated the truck would only get to 15 MPH going uphill and is currently being diagnosed at LCB. Jones asked if this truck is one being replaced. Robinson responded that it is not because it is one of the newer trucks.

He explained the condition of the 2006 truck as well. Robinson explained the body has disintegrated and would need \$52,000 to replace the body. He explained it runs okay, but there is a lot of rust, and he is hesitant to put that amount of money into an older truck. Robinson explained there are springs that will need replacing before it gets onto the road. Jones asked what this truck is used for. Robinson responded it used for sanding and plowing. He explained he sought out pricing on a replacement for this truck. The price for the cab and chassis would be \$131,000 for a Western Star, but it could change in July/August. The truck would not be available for at least 1 year.

Donovan Springs provided pricing to Robinson for a sander for the truck. He was quoted \$18,500 for just the sander and another company would install it at an additional cost. The second quote was \$22,700 which included the sander and installation by Donovan. Robinson continued to explain there is a company he learned about near Portland, Maine that tends to have decent prices on sanding

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trucks. Jones asked what the estimated delivery is for the 2 previously ordered trucks. Robinson responded it should be August 1st. Mantegari requested Robinson call or visit the place in Maine before the board decides on a truck. Robinson is in agreement and will report back to the board with his findings.

Robinson spoke about the upcoming paving plans. He presented a letter to the board from John Bell who is looking for approval to start the work. Jones read a portion of the letter that listed the work to be done will be on Scrabble, Crawley Falls, and three small areas on South Road and the price will remain the same as previously quoted. Mantegari motioned, seconded by Jones, to move ahead with the Bell & Flynn contract for the 2022 paving. Jones – aye; Mantegari – aye; Kelly – aye; Morgan – aye.

Mantegari reminded the board that there was an agreement that paving would not be done on Mill Road until the completion of the Mill Road development. Mantegari asked what the amount of the project would be. Robinson responded it would be \$250,000 for the roadwork, guardrails, culvert replacement, paving, and visibility clearing.

Mill Road meetings were attended by Robinson. He reported to the board about what he learned about making the road safe. He requested John Bell look at the road and assess what work needs to be done to make the road safe. Robinson shared he learned some information after examining the area. He mentioned there is a portion of the road near the dam where there is only about six inches of space from the pavement to the embankment that leads to the river. Jones asked if there has ever been a guardrail or fence in the area. Robinson responded that there has not been in the area he is referencing, but there are guardrails on a different portion of the road. He also spoke about an area that provides low visibility and learned that the town has does not have a 50' right-of-way in that area. Robinson approached the two landowners to see if they would be willing to allow the town a right-of-way for that area. The landowners seem to be in agreement according to Robinson but would need legal paperwork drawn up to allow the usage of that land.

Morgan stated he believes there was an estimate of \$80,000 to do the Mill Road work in the past. He voiced his concern that the project amount has tripled from 2 years ago. Mantegari asked Robinson if there is road reconstruction in the price he mentioned. Robinson responded that there is no road reconstruction in the pricing. It is to make the road safer but would follow the same existing route. Morgan believes \$80,000 was "semi-allocated" 2 years ago. Jones asked Robinson when the amount of Falzone's contribution would be known. Robinson stated he was unsure. Morgan voiced concern again about the amount of the job. Jones feels it is premature to lock in an amount now when there is no start date slated.

Kelly asked about the tree clearing and visibility concern on Mill Road. Robinson stated there are 13 large trees and some are "in the wires". The cost associated with their removal is \$12,500 according to Robinson. Clement asked if Eversource would have any responsibility for those trees if they are in the right of way and are touching the wires. Morgan and Jones agree the town should see if Eversource has any responsibility in removing those trees. Mantegari shared that the town would then have to wait for Eversource's availability. Kelly reiterated the visibility is a safety issue and is separate from the development on Mill Road. He asked if there is a contact Clement could reach out to about this issue. Robinson responded that there have been trees on Eversource's list for a few years that have not yet been addressed. Kelly understands it might be a while for Eversource to do the work, but he feels it should be addressed to Eversource first.

Robinson stated the tree clearing, guardrails and paving could be done separately and would prefer that option since some are safety issues. Mantegari asked what the cost of the guardrails would be. Robinson responded it was \$44,000 for the guardrails. Mantegari asked if the easement permission was necessary to move forward with the guardrails. Robinson responded it would be necessary to get signatures from the landowners. Jones stated the board wants to hold off on the commitment for the cost of the entire project but would like the safety concerns of the guardrails and trees addressed. Mantegari would like Clement to reach out to legal to see what forms need to be drawn up that are similar to what was used for Pine Road.

Kelly asked what the process would be for a developer being approached for money for a project like Mill Road and its improvements. Clement responded it would be one of the conditions through the planning board process. Jones asked if the planning board members were aware of the necessary work.

Mantegari motioned, seconded by Jones, to have Clement reach out to legal to get the forms drafted. Jones – aye; Mantegari – aye; Kelly – aye; Morgan – aye.

Jones stated the postings about Rockingham County being a high level of covid can be removed from town buildings, as the levels have dropped to moderate.

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Jones asked for an update on the regionalization letter which was sent from the Kingston Board of Selectmen. Clement responded that she and Chief Bird attended the meeting along with area chiefs and a few selectboard members from other towns. The meeting was about 1½ hours long and the consensus was the proposal should have been presented directly to the fire chiefs and not through the selectboards. The result of the meeting was that the fire chiefs will be meeting together to discuss it further. Mantegari asked when the next meeting would be held. Clement responded that she has not been informed of the next meeting date at this point. Jones asked if the fire chief would be updating the board about new developments. Clement responded he would.

Jones stated there were requests for 2 CRF fees. Clement explained there are IT related items and were on the schedule as part of the 5-year replacement. The Fire Department has a switch that failed 1½ years ago and they have been using a Block5 loaned switch. There is a quote to replace that switch, the battery backup, changing the racking to allow all battery backups to fit on it, 2 new Wi-Fi access points to be CJIS compliant, licensing to allow the maintenance of the system during the workday to allow for security patches in real time without charging after hours fees, and 3 computers that are part of the 5-year plan. The cost of all of this would be \$20,139 and is requested to be expended out of the capital reserve fund for IT Hardware. The balance in the account is about \$86,000. Mantegari motioned, seconded by Jones, to expend \$20,139 from the capital reserve. Jones – aye; Mantegari – aye; Kelly – aye; Morgan – aye.

The second CRF request was resulting from a preconstruction meeting for Mill Road held today. The current contract has guardrail installation for a portion of the project. The question is if the town wants to replace 190 linear feet (90 linear feet on one side of the road and 100 linear feet on the other side) of guardrail that is about 30-40 years old. The cost would be \$14,750 in addition to the original cost of the project. Mantegari motioned, seconded by Jones, to expend \$14,750 from the capital reserve for town bridges for new guardrails. Jones – aye; Mantegari – aye; Kelly – aye; Morgan – aye.

Clement requested money from impact fees to be used to cover the outsourcing of bank reconciliations. Jones asked what the benefit of outsourcing this task brings. Clement explained her department went from 3 employees to 2 employees. Mantegari asked if the outsourcing can be paid for from the impact fees. Clement responded it could be used for this outsourcing because it was a service not previously offered. Mantegari asked if there is an enough in the account and what guidelines there are to use the money. Clement responded the impact fees must be used within six years of the date of deposit. Mantegari motioned, seconded by Jones, to expend \$18,000 from impact fees for the outsourcing of bank reconciliations. Jones – aye; Mantegari – aye; Kelly – aye; Morgan – aye.

A solar update was offered by Clement. She explained she spoke with Jude from Revision. Currently the town is a small customer generator, and the current system is a 99AC inverter system which is at max capacity. Clement further explained that to expand the system, the town would have to add an additional inverter. Mantegari added the town would then lose the revenue stream. Morgan stated he believed the state had increased the allowance to be 5 megawatts. Clement stated she brought that up to Jude but was told there would be no benefit between 1-250 and the town would lose their net metering benefits and possibly infringing on the space of the future PD. Kelly requested a Revision rep come to the board to answer questions. Clement asked if the meeting would be a joint meeting with the school board or separate. It was decided it could be a presentation to just the selectboard.

Letty Bedard, Middle Road, asked if the school is part of the town buildings. Mantegari answered that the school has its own board, budget, and governance. Jones added that the library also has its own board and governance. Bedard asked if the library electric bills can be used for net metering. Clement responded she can use the library, grange, highway shed, fire department and police department. Bedard also asked if the metering benefits would change once we own the system. Clement responded that she would need to investigate the answer to that question.

Bill Faria, South Road, stated that he recalls the SAU rejected the invitation to join the solar panel use at the time.

Jones asked how the board wants to proceed with solar at the school. Mantegari feels the board should table the issue and encourage the school board to reach out to Revision for a quote and to have questions answered.

Bids for the highway shed were due May 31st. Mantegari asked how many bids were received. Clement responded none had been received. She asked if Kip Kaiser, building inspector, should reach out to different contractors for quotes or proceed with the rebid process again. Jones motioned, seconded by Mantegari, to approve a waiver for the bid policy to bypass the RFP process. Jones – aye; Mantegari – aye; Kelly – aye; Morgan – aye.

Liz Faria, South Road, asked for clarification on the money paid to the solar company. Clement responded the fire department was

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paying about \$1200 - \$1600 per month for electricity before the solar panels and now pays a few hundred dollars each month in the winter. Clement clarified the \$17,000 Faria was referring to was different than the \$16,000 spoken about previously. She offered clarification that the town pays \$17,000 for the amount contributed to the capital reserve fund in order to purchase the system and in addition \$16,000 is in the town budget electricity line for the electricity supplied to the town.

Letty Bedard, Middle Road, asked about the lack of guardrails on Mill Road. She pointed out it is a safety concern and asked why the \$350,000 allocated at town meeting could not be used for this job instead. Jones responded that the \$350,000 is already earmarked for a particular job. She stated she understands Bedard's concern and asked Robinson if it was possible to allocate money for the guardrails from the \$350,000. Robinson responded that the money is allocated and does not feel it would be possible to get that additional work done this year. Mantegari asked if impact fees could pay for the guardrail work. Clement responded that the developer could be asked to contribute to the guardrail use, but highway cannot use impact fees.

Liz McConnell, Stevens Drive, asked what was decided about allowing zoom during meetings. She stated the live stream was not working. Clement confirmed YouTube live was working. Mantegari responded that the town was no longer using Vimeo. Jones also confirmed YouTube live was streaming. Jones shared with Morgan, who was not present at the last meeting, that Artimovich had concerns about using zoom during the meetings including security, zoom bombing, and logistics. Jones stated she originally proposed it because Rockingham County was in the red but pointed out that they are no longer in the red. Morgan feels there should be some option for remote participation although he understands it could be a logistical issue. Mantegari requested Clement check with other towns to see what electronic options they utilize.

Morgan, as board representative to the economic development committee, shared information to gauge interest of the board following some UNH intern presentations he attended. He spoke specifically on Plan NH and a possible charrette over a 2-day period where ideas specific to the rec department would be examined. Morgan explained it would involve participation from the community. A discussion of a concept of what the rec space could/would look like – pavilion, craft fairs, farmers markets, ice rink, among other ideas. Morgan explained there would be a possible cost of about \$6,000 for the engineers, architects, and planners to present during the charrette. He further explained that the survey results from last winter expressed interest in the recreation development. The focus would include long-term objectives while celebrating rural character on the Route 125 corridor, according to Morgan. Jones asked what it would look like if there was a larger rec presence. Morgan responded it would be to part of the economic development goals with the possible opportunity of return on investment. Jones responded she felt like it was a good idea to help bring in revenue. Morgan added the revenue would not necessarily be to lower taxes, but to stabilize the tax base. Mantegari would like this idea to be proposed to the rec department because they have the revolving fund, and it could benefit them. He feels it would be beneficial to see if the rec would consider splitting the cost. Morgan reiterated that he was not looking for funding at this time but was more gauging interest in the idea.

Kelly asked about the scheduling of the communications committee meeting. Clement responded the first meeting will be held on Tuesday, June 14th at 6:30pm at the town office. The agenda has been posted. Jones added the meeting information was posted in the newsletter as well. Kelly stated he is hopeful there will be collaboration between the communications committee and the newsletter even on a formatting basis.

Kelly attended the Memorial Day event held in town last week. As a result of words used during an introduction, there was public discussion about the term selectman and selectboard member. Kelly expressed his desire for the public to know there is no need for people to be on "pins and needles" about the proper word to use regarding the board.

The parade was the next topic discussed by Kelly. He received some complaints about the change in the parade route and length of the parade since the last meeting. Kelly stated there is some confusion about who made the change and the decision for the change. He requested Andy, rec director, be present in the future to present to the board. Mantegari stated the parade is a rec function, much like Halloween. He shared that typically the plans are shared with the board so it can be shared with the public on video. Jones stated that she appreciated there was a blurb in the newsletter that succinctly explained the changes made and the explanation behind them.

Kelly asked about the federal money received by the town for Covid and whether there was still money available. He specifically asked about the possibility of it being used for air purification systems for the building. Clement responded that the fire department has a system, and she believes the system was about \$1500 per unit. She will ask Kip Kaiser, building inspector, to provide specs for what would be needed for the town hall building and police department. Mantegari asked if the town could use impact fees instead of the ARPA funds since those were planned for the additional personnel at the fire department. Clement said that was a possibility. Mantegari asked if air purification systems would benefit the rec and library as well.

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Kelly spoke about the recommendation of the NH Municipal Association (NHMA) for selectboard members to not serve on the ZBA. Kelly would like to revisit his participation on the ZBA at the next board meeting. He feels the board needs to be careful about being selective on what counsel they are accepting from NHMA. Kelly stated he is wrestling with the benefit of him (or any selectboard member) serving on the ZBA.

Kelly asked about the Rockingham County complex that is being built on North Road. He asked if there was a traffic impact study or discussion. Clement explained the decisions on the building of the complex was done at the county level and the town had no voting privileges on the project. Mantegari responded there was a traffic study done for 3 Ponds, but he does not recall one being done for the complex.

Mantegari shared with the board that the conservation committee met. There are some undisclosed properties that are currently being examined and the property owners are being contacted about possibly conserving the properties. Jones asked what the timeframe would be. Mantegari responded that it is dependent upon a few factors and there is no established timeframe at this time. Jones asked if the plan was to use the full 3 million dollars. Mantegari responded that the goal would be to use it over time and not all at once while also looking into federal grants and funding that might be available for conservation. Jones asked if the announcement would be made by the conservation committee and if the board would have to authorize the decisions. Clement and Mantegari both responded the board would have to ratify the agreements.

Jones, as representative to the school board, stated when the parade change was presented to the board it was expressed the timing had been coordinated with the school paving job. According to Jones, the school board said that may not be the case. Mantegari expressed his concern with food trucks possibly parking on new pavement. Kelly added that it is his understanding the rec has been unsuccessful in obtaining food trucks for that day.

Liz Faria, South Road, asked how much money the economic development committee has spent to date. She stated when the committee was started there was supposed to be no cost, but she believes they are at \$4,000 for the sign and the master plan. Faria voiced her concerns about the proposal discussed by Morgan not being in any way connected to economic development.

At 8:12pm, Mantegari motioned, seconded by Kelly to enter non-public session for personnel. Jones – aye; Mantegari – aye; Kelly – aye; Morgan – aye.

At 8:29pm, Mantegari motioned to come out of nonpublic and seal the minutes from the non-public meeting. Jones seconded the motion. Jones – aye; Mantegari – aye; Kelly – aye; Morgan – aye.

At 8:29pm Mantegari made a motion to adjourn. Kelly seconded the motion. Jones – aye; Mantegari – aye; Kelly – aye; Morgan – aye.

Respectfully submitted,

Tamera Peek

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WEEKLY TREASURER'S REPORT

DATE:

6/7/2022

General Fund:**TD BANK**

Previous Balance: 1,727,739.09

Deposits: 602,926.59

Payroll: 38,560.26

DDP: \$36,048.44

CHK: \$2,511.82

FICA: 9056.45

to Impact Fees 16,622.00

Reg A/P Cks \$30,257.36

NH Retirement \$

A/P: Regular 30,257.36

Swasey : \$

CO-OP: \$

CC pd to Rec 1,820.00

void checks

Account Balance: 2,234,349.61

Interest Earned YTD: 2,222.24

Joyce A. Gallant, Treasurer